

State of Missouri  
Records Retention and Disposition Schedule  
General Schedule

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STATE RECORDS COMMISSION APPROVAL

In compliance with RSMo 109.250 this document is hereby approved

On: July 31, 2003

Date

By: [Matt Blunt] signature

Chairman of the Commission

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**Retention Codes**

- CSA Completion of State Audit. Records are to be retained until they have met the audit requirements. Ninety days after the audit report is received, the records may be destroyed.
- PR Permanent Retention. The agency must retain the records permanently because of their administrative, legal, fiscal, or historical value.
- DCA Destroy in Current Area. Records may be destroyed in current office area when they no longer have reference value.
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**Administrative Records**

<u>Item</u>	<u>Record Series</u>	<u>Retention and Disposition</u>
1	Policy and Procedure Files	PR
2	General Correspondence	
	A Administrative Support	CSA or 3 Yrs.
	B Transitory	DCA
3	Records Management Documentation	
	A Agency Retention and Disposition Schedule - copy	Retain until superceded
	B Transmittals	Retain until records are destroyed or transferred to the Missouri State Archives
	C Destruction Certificates	PR
	D Transfer Certificates	PR
4	Administrative Rules & Regulations - agency copy	Retain until superceded
5	Equipment Inventory	
	A Current	Retain until superceded
	B Superceded	CSA or 3 Yrs.

<u>Item</u>	<u>Record Series</u>	<u>Retention and Disposition</u>
6	Minutes	
	A Minutes of Official State Committees, Commissions, Boards, and Councils	PR
	B Verbatim Recordings (Stenographic, Audio, or Video)	Retain until transcribed and approved
	C Agency Staff/Committee Minutes	CSA or 3 Yrs.
7	Personnel Files	
	A Active Employees	Retain until the employee is no longer actively employed
	B Inactive Employee File or Summary Card	75 Yrs.
8	Time and Attendance Files	
	A Record Copy	CSA or 3 Yrs.
	B Office Copy	DCA
9	Photographs	Retain until no longer needed, then transfer to the Missouri State Archives
10	Public Information Requests and Documentation Pursuant to RSMo 610 (Missouri Sunshine Law)	3 Yrs.

## **Fiscal Records**

11	State Auditor Audit Reports - agency copy	DCA
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## **Legal Records**

12	Attorney General Opinions - agency copy	DCA
13	Contracts	Retain for five years after completion of the contract